

AGENDA
SCOTTSDALE PUBLIC LIBRARY ADVISORY BOARD
May 21, 2003 – 3:30 PM
Civic Center Library Board Room

1. CALL TO ORDER

2. APPROVAL OF MINUTES – April 16, 2003

3. LIBRARY STAFF REPORTS OF CURRENT EVENTS (A.R.S. 38-431.02 (K))

Staff will update the Library Advisory Board on the status of current events and activities in the libraries.

- Monthly Statistical Report - Sharyn Pennington, Operations Coordinator
(An update of significant library use statistics - informational only)
- Special Revenue Account Report – Sharyn Pennington, Operations Coordinator
(An overview of the status of funds received through the sale of discarded books and magazines, and includes the status reports of funds received in the library’s Gifts and Memorials Fund - informational only)
- Director’s Report - Rita Hamilton
- Customer Feedback Report: “*How’d We Do?*” – Rita Hamilton
- Library Services Highlights:
 - Mustang Lobby Renovation – informational report – Debbie Tang & Carol Damaso
 - Summer Reading Program – Marsha Greene

4. ITEMS REQUIRING BOARD ACTION

• **EXPENDITURES**

(Items to be introduced by Rita Hamilton)

Staff request approval to expend Special Revenue Account Funds for the items listed below. Accounting reports confirm that the amount requested is available in the Special Revenue Account. These monies are raised by Library Volunteers through the sale of discarded books and magazines.

May 03

Materials Budget Supplement – FY 03/04	\$30,000
Summer Reading Program – School Outreach Sites	3,200
Library Marketing	2,000
April total	\$ 35,200

Staff Recommendation: Approve requests

Board Action: Approve or deny requests for specific items

• **DONOR RECOGNITION POLICY**

(Revised policy to broaden levels of recognition)

Staff Recommendation: Approve revised policy

- ***NEW MATERIALS POLICY***
(Revised and updated policy)
Staff Recommendation: Approve revised policy
- ***SERVICE TO THE HOMELESS***
(Revised policy to extend lending privileges to all)
Staff Recommendation: Approve revised policy
- ***SUMMER BOARD MEETING SCHEDULE***
Board Action: Vote on length of summer recess

5. INFORMATIONAL ITEMS

- ***ANNOUNCEMENTS/ISSUES FOR FUTURE DISCUSSION***
- ***OPEN CALL TO THE PUBLIC (ARS38-431.02)***
Subject to reasonable time, place and manner restrictions, as determined by the Chairman, members of the public will be allowed to address the Library Advisory Board on any issue within jurisdiction of the Board. At the conclusion of the open call to the public, individual members of the Board may respond to comments made by those who have addressed the Board, may ask staff to review a matter or may ask that a matter be put on a future agenda. Members of the Board shall not discuss or take legal action on matters, however, raised during an open call to the public unless the matters are properly noticed for discussion and legal action.

6. ADJOURNMENT

Next meeting: June 18, 2003

Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the City Clerk's Office at 312-2412. Requests should be made as early as possible to allow time to arrange accommodations.